

How to Use the Job Content Questionnaire (JCQ): Data Entry Role

Welcome!

This training is designed to help you use the electronic Job Content Questionnaire (JCQ). The JCQ is the form all state employees will complete for the PLANS project. It is designed to help employees share information about their current job duties.

A JCQ can be done electronically or on paper. Your role as a Data Entry Designee is to enter paper JCQs, Individual and Group, into the electronic JCQ system. It is essential that you enter the information *exactly as it appears* on the paper JCQ.

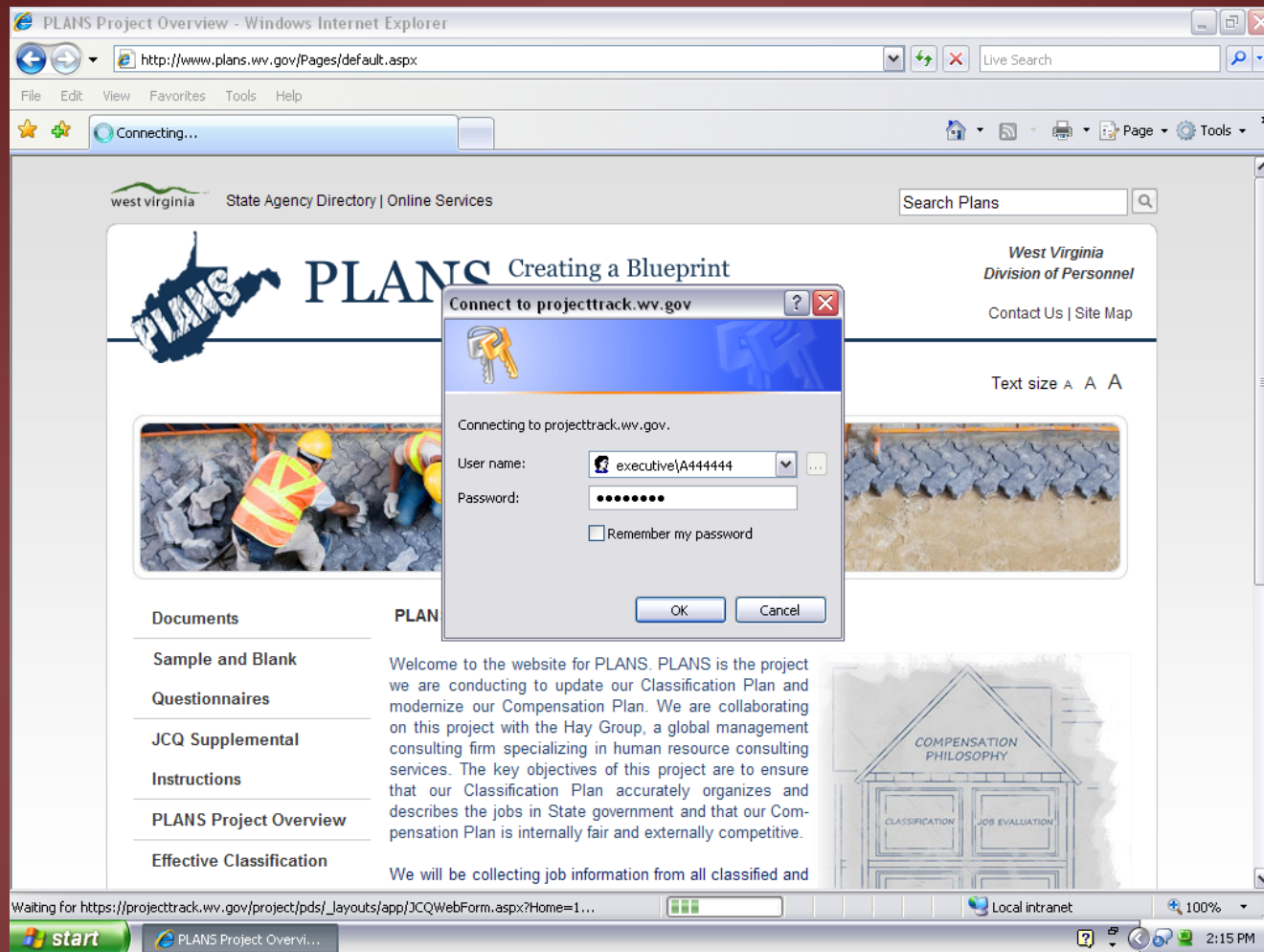
Please Note:

The following instructions are for Internet Explorer 7, which is the browser that most state employees will use. If you use a browser other than Internet Explorer 7, your login window may not appear exactly as it does as shown here.

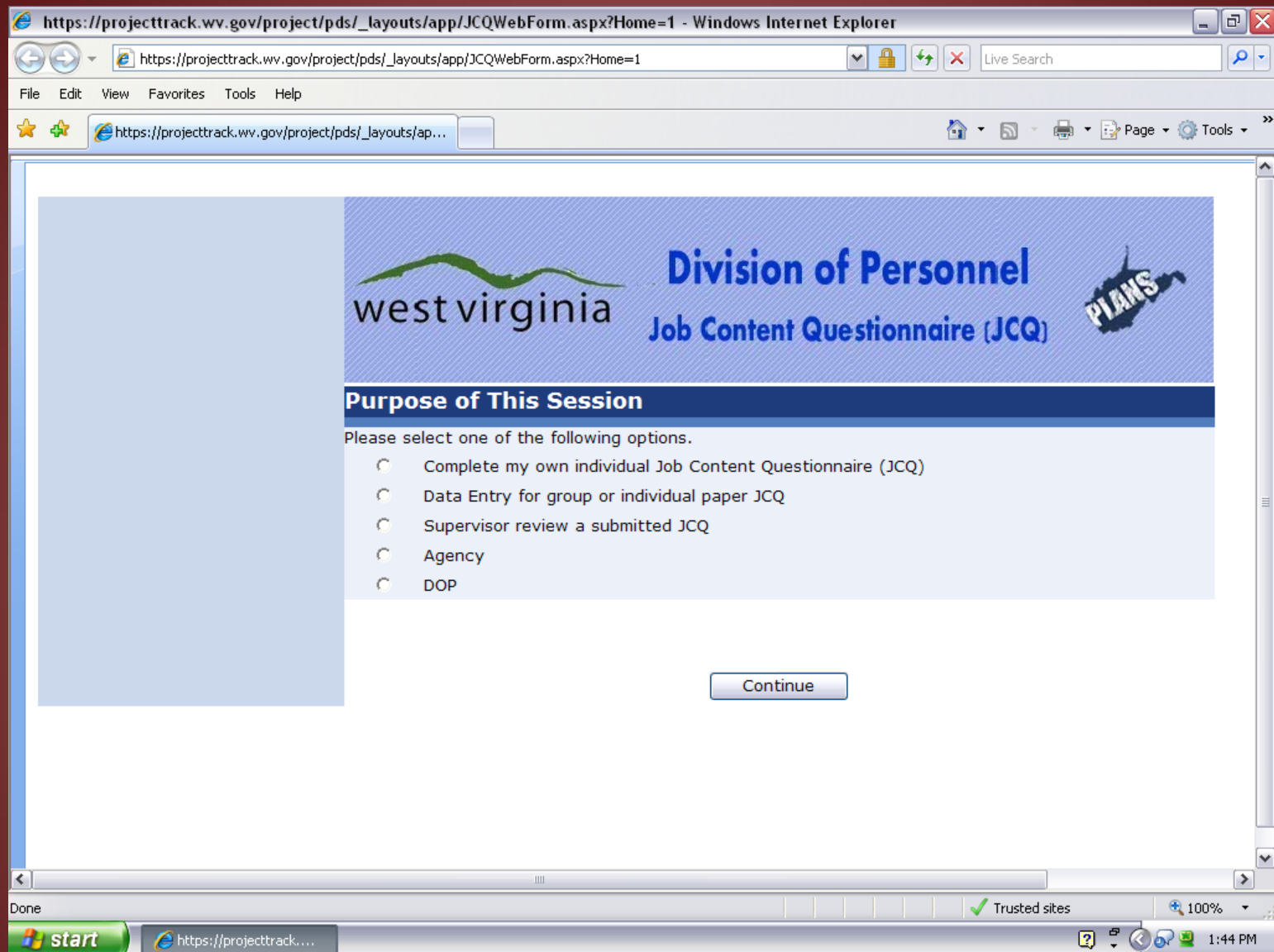
Before You Start

Before you begin entering a paper JCQ, make sure you have the unique IDs for the employee who completed the JCQ (if it is an Individual JCQ) or for the employees and supervisors who completed and signed the JCQ (if it is a Group JCQ). Also, make sure the JCQ is complete; if sections were left blank, you may need to return the JCQ so it can be completed.

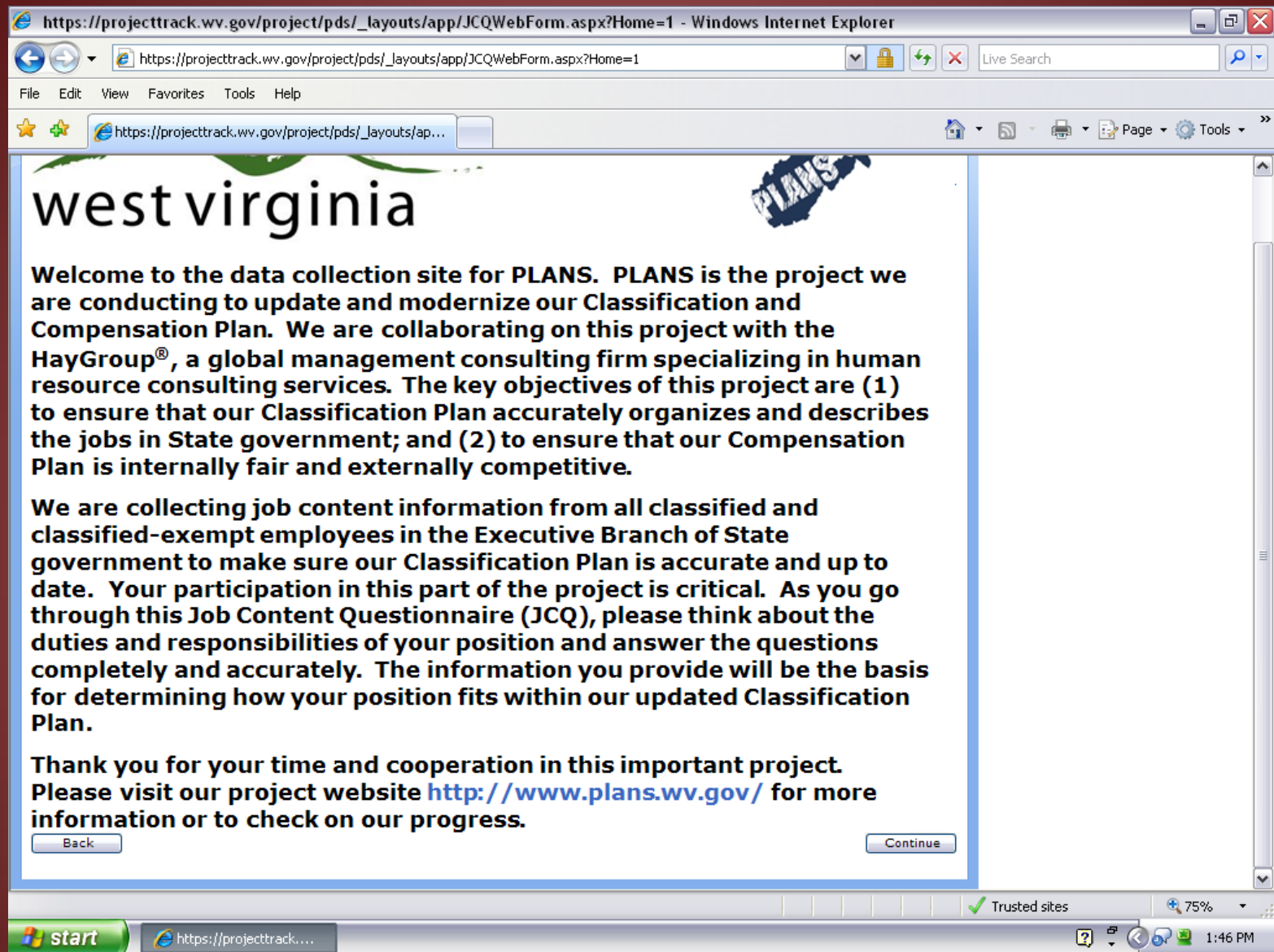
You do not need any employee's password in order to enter a JCQ. You will log in as yourself and then choose the "Data Entry" option, as is explained next.



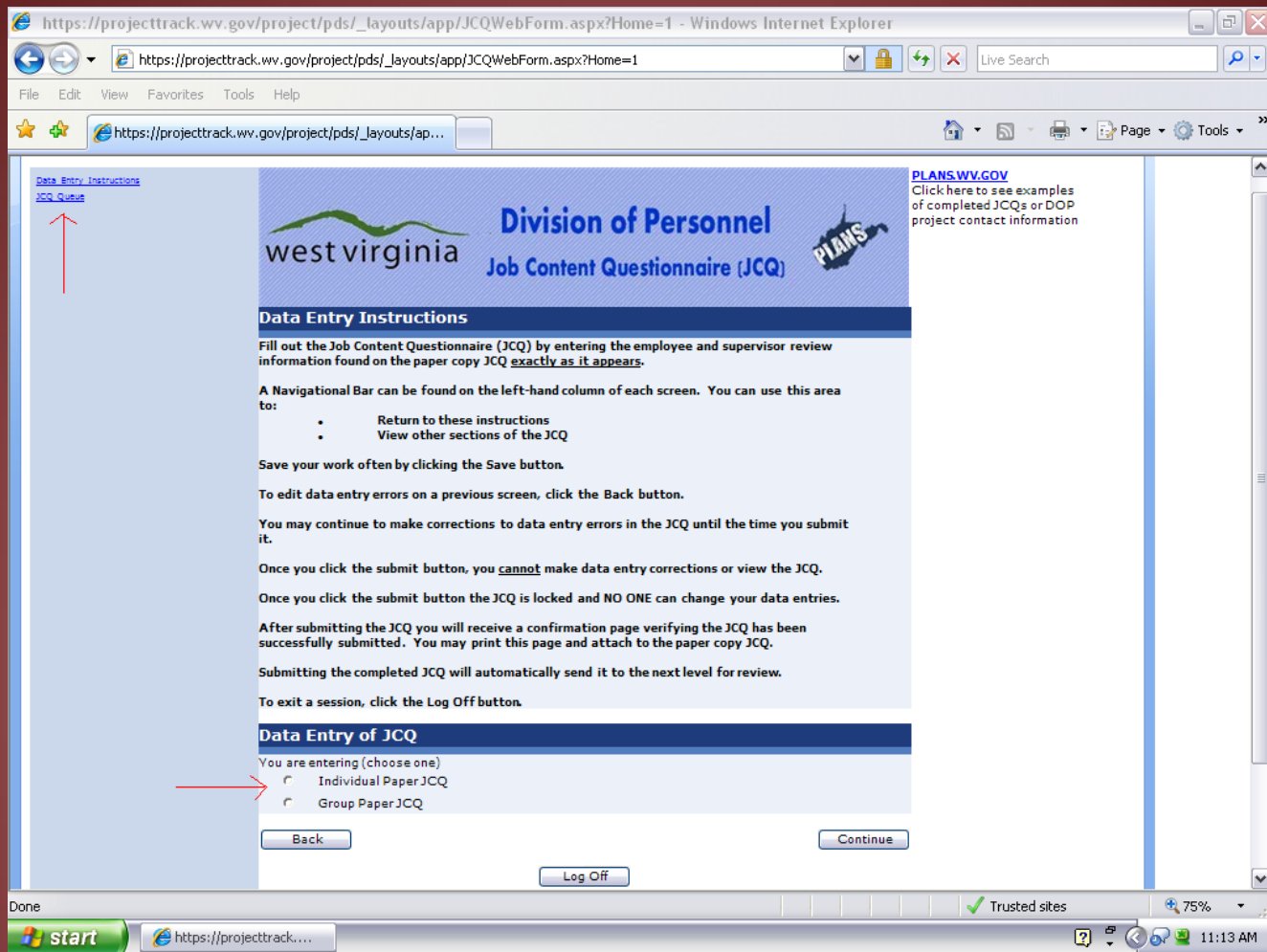
You will receive a link to the electronic JCQ. When you follow this link, you will be prompted to log into the site. How you log in depends on your domain. If your email address ends in @wv.gov, you are on the executive domain. If your email address does not end in @wv.gov, you are on the resource domain. Slideshows demonstrating how to log in for each domain are available on the PLANS website.



Logging in will take you to the electronic JCQ. The first page you will see is titled Purpose of this Session. Choose the second radio button, “Data Entry for group or individual paper JCQ”. Then click Continue.



Next you will see the Welcome screen. Read the information provided, and click Continue when you are done. If you do not see the Continue button at first, scroll down until it becomes visible.



Next you will see the Data Entry Instructions page. Carefully read the instructions. To begin a new JCQ, choose the type of JCQ you would like to enter, Individual or Group, at the bottom of the page. Then click Continue.

To resume work on a JCQ you have already started, go to the Data Entry Queue. To access your Queue, click "JCQ Queue" in the navigational bar on the side of the page.

Pages - WorkInProgress - Windows Internet Explorer

https://projecttrack.wv.gov/project/pds/Pages/WorkInProgress.aspx

File Edit View Favorites Tools Help

Pages - WorkInProgress

Home RSS Print Page Tools

Data Entry Queue

FileName	EmployeeName	UniqueEmployeeID	AgencyName	JobClassification	ClassCode	UnitCode	ProcessStatus	Modified By
9000MAILRUNNERPERSONNELDIVISIONO900900GR0059Group	Group		PERSONNEL DIVISION OF	MAIL RUNNER		900900	Pending	Duvall, Lindsey M
PERSONNELSPECPERSONNELDIVISIONO555555vacancy0091	VACANT	Vacant	PERSONNEL DIVISION OF	PERSONNEL SPEC		555555	Pending	Duvall, Lindsey M

[Log Off](#)

Done

Trusted sites 90%

start Pages - WorkInProgr...

11:15 AM

The Data Entry Queue lists all JCQs you have started but not finished. JCQs will remain in your queue until submitted. Click on the file name as shown to open a JCQ and resume work on it.

The screenshot shows a web browser window with the address bar displaying http://projecttrackdev.wv.gov/project/pds/_layouts/app/JCQWebForm.aspx?Home=99. The page title is "Division of Personnel Job Content Questionnaire (JCQ)". The main heading is "Data Entry of Individual JCQ". The form contains the following elements:

- Navigation Links:** [Data Entry Instructions](#) and [JCQ Queue](#) on the left; [PLANS.WV.GOV](#) with a description on the right.
- Question:** "Is This Position Vacant?" with radio buttons for "Yes" and "No".
- Instructions:** "* Enter Employee Unique Identification Number Found In Box 3 of Part 1 Personal Data. (If Box 3 of the paper JCQ is blank, please contact your Agency Human Resources Representative to obtain the ID of the employee listed on the JCQ.)"
- Form Fields:**
 - "Employee Unique Identification Number" (text input)
 - "Job Classification Title:" (dropdown menu)
 - "Unit Code:" (text input)
- Buttons:** "Continue" and "Log Off".

The status bar at the bottom shows "Done", "Local intranet", and a zoom level of "90%".

If you are entering an Individual JCQ, the first screen you will see is “Data Entry of an Individual JCQ”. If the JCQ is for a vacant position, choose “yes” as your response to the question presented, then choose the position’s class title and unit code. If the JCQ is for an employee, choose “no” and then enter the employee’s ID. The employee’s information will appear at the bottom of the screen; use this to confirm that you have entered the correct unique ID. *Once you leave this screen, you cannot change the ID associated with the JCQ.* If you do not have the employee’s ID, you must obtain it before you can proceed.

http://projecttrackdev.wv.gov/project/pds/_layouts/app/JCQWebForm.aspx?Home=1 - Windows Internet Explorer

http://projecttrackdev.wv.gov/project/pds/_layouts/app/JCQWebForm.aspx?Home=1

File Edit View Favorites Tools Help

http://projecttrackdev.wv.gov/project/pds/_layouts/...

[Data Entry Instructions](#)
[JCQ Guide](#)

west virginia **Division of Personnel** **Job Content Questionnaire (JCQ)** **PLANS**

Data Entry - Group JCQ Cover Sheet Page 1

* Enter the data for each field below from information on [Cover Sheet - Page 1](#) of the paper JCQ.

Select Department:

Select Agency:

Enter Unit Code(s):
examples (600100, 600200, 600300)
(max characters 1920)

Select Classification:

Enter Employees Participating in Group Session (Examples: Jane Doe, John Doe, Mary Smith, Mark Smith)
(max characters 1920)

Enter Supervisor Participating in Group Session:

Enter Facilitator of Group Session:

Select Date of Group Session:

Enter Facilitator Phone: Enter Facilitator Email:

Once you click "Continue", you will not be able to change the Unit Code or Classification associated with this Group JCQ.

Done Local intranet 80%

If you are entering a Group JCQ, the first screen you will see is Group Cover Sheet 1. Enter the information exactly as it appears on the paper cover sheets. You will not be permitted to continue until you complete the first four fields on Cover Sheet 1. *After you leave this screen, you will not be able to change the Department, Agency, Unit Code(s), and Classification associated with the JCQ.*

[Data Entry Instructions](#)

[JCQ Queue](#)

[Group Cover Sheet Page 1](#)

[Group Cover Sheet Page 2](#)

[Part 2 - Purpose of Your Position](#)

[Part 3 - Important and Essential Duties](#)

[Part 4 - GI - Principal Challenges](#)

[Part 4 - GI - Authority and Responsibility](#)

[Part 4 - GI - Key Contacts](#)

[Part 4 - GI - Financial Responsibilities](#)

[Part 5 - Job Related Qualifications](#)

[Part 6 - Working Conditions](#)

[Part 7 - Education and Experience](#)

[Part 8 - Supervisory Duties](#)

[Part 9 - Supervisory Duty Questions](#)


[Part 10 - Employee Comments](#)

[Supervisor Review Section](#)

[Supervisor Information](#)


[Data Entry Signature Page](#)

[Log Off](#)



Division of Personnel

Job Content Questionnaire (JCQ)



PLANS.WV.GOV

Click here to see examples of completed JCQs or project contact information.

Data Entry - Group JCQ Cover Sheet Page 2

*** Complete the table below with information from Cover Sheet - Page 2 of the paper JCQ. Only enter data for employees that have marked "YES" in the 3rd column of Cover Sheet - Page2 on the paper JCQ.**

- To add a line, click on the arrow beside add lines. To delete a line, place the cursor on the line. An arrow will appear on the left. Click the arrow and select "Employee ID".
- If Employee ID (1st column of Cover Sheet Page 2) is empty then enter Not Listed. You will then be required to enter an Employee Name.
- If Supervisor ID (5th column of Cover Sheet Page 2) is empty then enter Not Listed. You will then be required to enter an Supervisor Name.

Employee ID	Employee Name	Supervisor ID	Supervisor Name	Supervisor Agrees with Group JCQ
				Select... ▼

☒ Add lines

Back
Save
Continue

Log Off

If you are entering a Group JCQ, the second screen you will see is Group Cover Sheet 2. Enter the information exactly as it appears on the paper cover sheets. If a Supervisor marked that he/she disagrees with the Group JCQ for a specified employee, he/she should have completed a copy of Group Cover Sheet 3.

https://projecttrack.wv.gov/project/pds/_layouts/app/JCQWebForm.aspx?Home=1 - Windows Internet Explorer

https://projecttrack.wv.gov/project/pds/_layouts/app/JCQWebForm.aspx?Home=1

File Edit View Favorites Tools Help

https://projecttrack.wv.gov/project/pds/_layouts/ap...

Employee ID	Employee Name	Supervisor ID	Supervisor Name	Supervisor Agrees with Group JCQ
				No

• Enter the data for each question below from information on Cover Sheet - Page 3 of the paper JCQ.

If NO, provide a detailed explanation.
(max characters 3500)

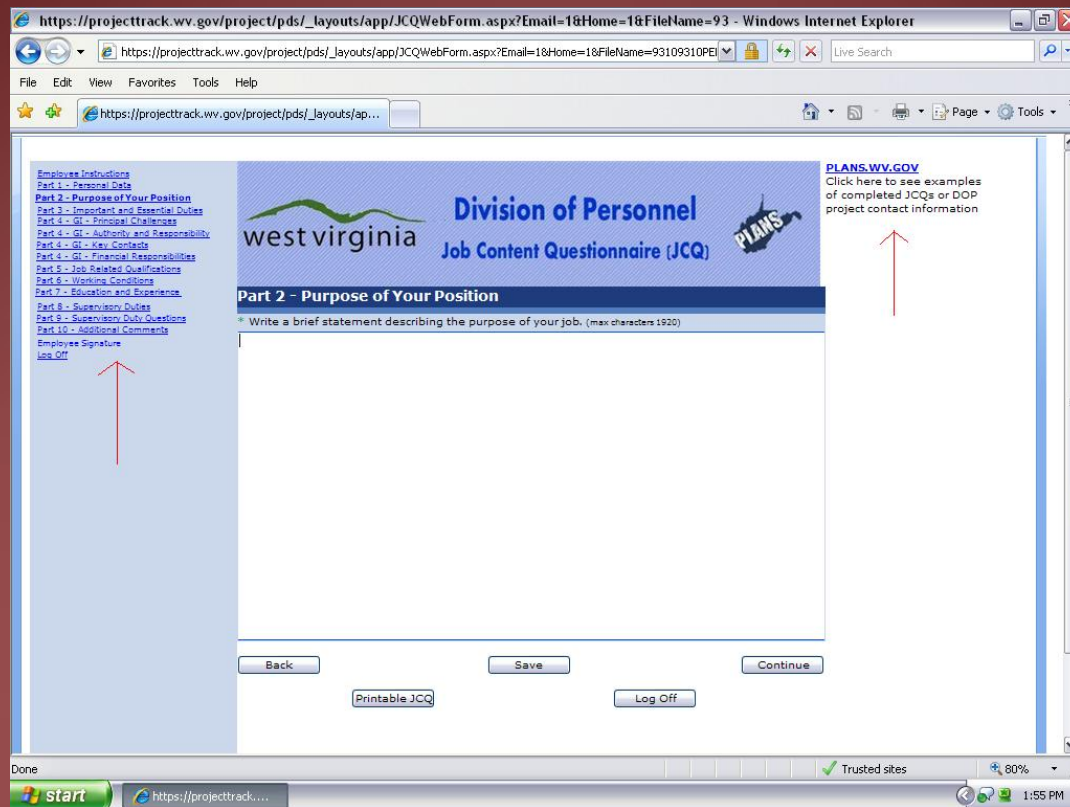
In your words, what is the primary function or purpose of this position in relation to the mission, goals and objectives of the agency?
(max characters 1920)

What do you consider this position's most important responsibility or performance result?
(max characters 1920)

Other general comments related to this position.
(max characters 3500)

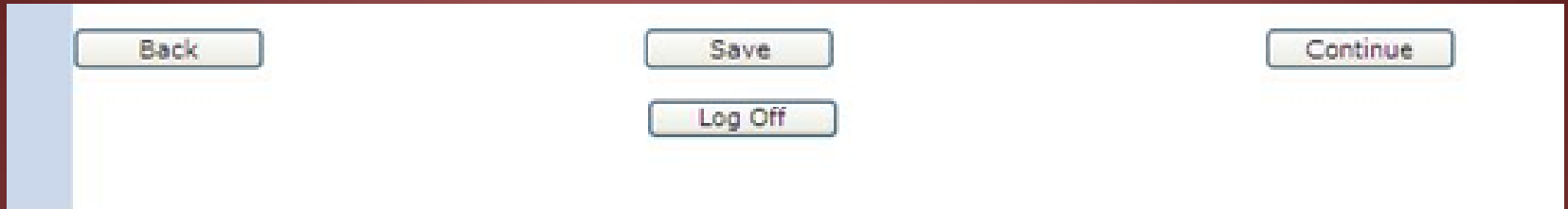
Done Local intranet 85%

Group Cover Sheet 3 will open below the employee's record when you select "no" to "Supervisor Agrees with Group JCQ". Enter the information from Group Cover Sheet 3 in these fields. You will have a separate Cover Sheet 3 for every employee whose supervisor disagreed with the Group JCQ.



After you have completed either the Data Entry of an Individual JCQ screen or the Group Cover Sheets, proceed with entering the information on the paper JCQ into the electronic form. You will enter information in all of the employee sections (Parts 1-10), the Supervisor Review Section, and the Supervisor Information page.

Each page of the JCQ form has several sections. In the center is the question(s) for that JCQ Part. On the left-hand side of the JCQ form, there is a navigation menu. Click on a JCQ Part to be taken to that page. On the right-hand side, there is a link to the PLANS Project website. The website contains sample JCQs as well as FAQs. It is recommended that you use these materials as you enter JCQs.



At the bottom of each page of the JCQ are a number of buttons you can use to navigate through the JCQ.

- “Back” takes you to the previous page.
- “Continue” takes you to the next page.
- “Save” saves your work. It is recommended that you click the Save button frequently while entering the JCQ so that you do not lose any work should an error occur.
- “Log Off” will take you out of the system. If you need to stop working on a JCQ before you are finished, use this button to exit the JCQ system. You can then log back in at a later time to finish the JCQ. To resume work on a JCQ, access your JCQ Queue as shown previously.

[Data Entry Instructions](#)

[JCQ Queue](#)

[Data Entry of Individual JCQ](#)

[Part 1 - Personal Data](#)

[Part 2 - Purpose of Your Position](#)

[Part 3 - Important and Essential Duties](#)

[Part 4 - GI - Principle Challenges](#)

[Part 4 - GI - Authority and Responsibility](#)

[Part 4 - GI - Key Contacts](#)

[Part 4 - GI - Financial Responsibilities](#)

[Part 5 - Job Related Qualifications](#)

[Part 6 - Working Conditions](#)

[Part 7 - Education and Experience](#)

[Part 8 - Supervisor Duties](#)

[Part 9 - Supervisory Duty Questions](#)

[Part 10 - Additional Comments](#)

[Supervisor Review Section](#)

[Supervisor Information](#)

[Data Entry Signature Page](#)

[Log Off](#)



Division of Personnel

Job Content Questionnaire (JCQ)



[PLANS.WV.GOV](#)

Click here to see examples of completed JCQs or DOP project contact information

Supervisor Information

Name	Time and date stamp
Ed Dolly	2010-02-17T15:05:27
Email Address	Phone (example: 999-999-9999 x99999)
<input type="text"/>	<input type="text"/>

Back
Save
Continue


Log Off

Validation Error(s)

- Part 2 - Purpose of Your Position - Brief Statement
- Part 3 - Important and Essential Duties - Essential Duties
- Part 3 - Important and Essential Duties - Frequency Code
- Part 3 - Important and Essential Duties - Percentage of Time
- Part 4 - GI Principle Challenges - Identify Difficult Problems
- Part 4 - GI Principle Challenges - Describe Most Complex
- Part 4 - GI Authority and Responsibility - Decision Authority
- Part 4 - GI Authority and Responsibility - Decision Recommend
- Part 4 - GI Authority and Responsibility - Reviews or Checks
- Part 4 - GI Authority and Responsibility - Work Reviewed
- Part 4 - GI Financial Responsibilities - Check boxes
- Part 5 - Job Related Qualifications - Min 3 Lines of Text
- Part 6 - Working Conditions - Sitting
- Part 6 - Working Conditions - Standing
- Part 6 - Working Conditions - Walking
- Part 6 - Working Conditions - Reaching
- Part 6 - Working Conditions - Lifting


When you click Continue on the Supervisor Information page, you may get an error message at the bottom of the screen. This means that in the JCQ parts indicated, there is information missing. The omitted information must be provided before you can continue. You may need to return the JCQ to the person who completed it and have them provide the missing information.

[Data Entry Instructions](#)
[JCQ Queue](#)
[Data Entry of Individual JCQ](#)
[Part 1 - Personal Data](#)
[Part 2 - Purpose of Your Position](#)
[Part 3 - Important and Essential Duties](#)
[Part 4 - GI - Principle Challenges](#)
[Part 4 - GI - Authority and Responsibility](#)
[Part 4 - GI - Key Contacts](#)
[Part 4 - GI - Financial Responsibilities](#)
[Part 5 - Job Related Qualifications](#)
[Part 6 - Working Conditions](#)
[Part 7 - Education and Experience](#)
[Part 8 - Supervisor Duties](#)
[Part 9 - Supervisor Duty Questions](#)
[Part 10 - Additional Comments](#)
[Supervisor Review Section](#)
[Supervisor Signature](#)
[Data Entry Signature Page](#)
[Log Off](#)



Division of Personnel

Job Content Questionnaire (JCQ)



[PLANS.WV.GOV](#)
Click here to see examples
of completed JCQs or DOP
project contact information

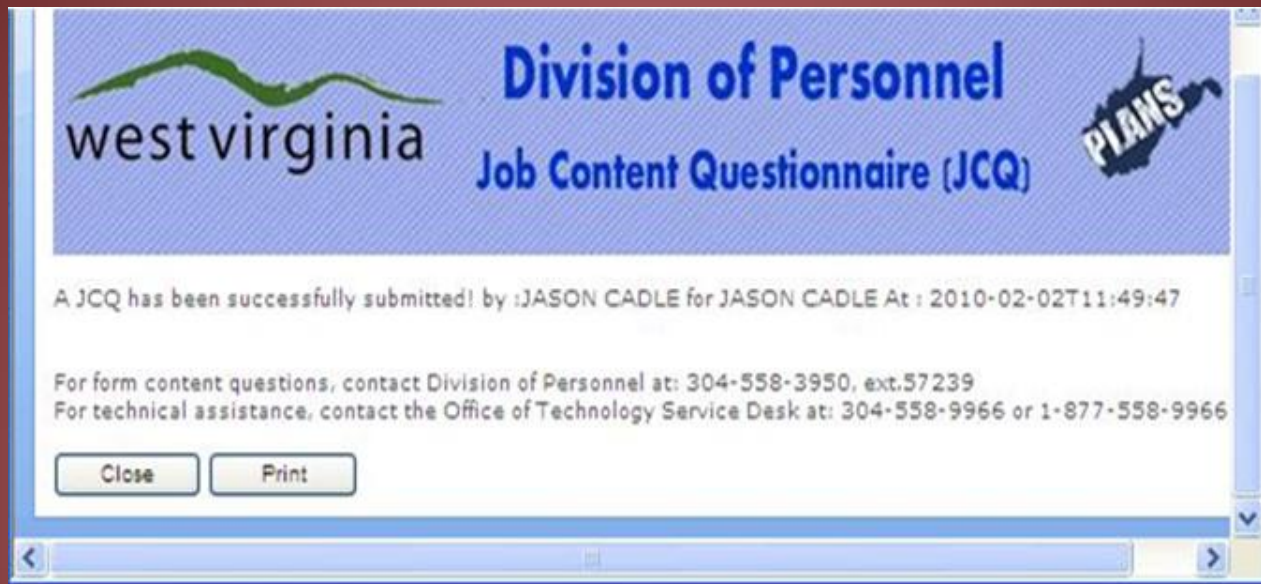
Data Entry of Individual JCQ

Data Entry Signature Page

By clicking the 'Submit' button, I certify this is my electronic signature and that all the information provided in this JCQ is true and complete to the best of my knowledge as supplied to me on the individual or group paper JCQ. I understand supplying any information other than provided on the paper JCQ may be grounds for disciplinary action. I further certify that I am the individual who personally entered the Employee and Supervisor portion of the individual or group JCQ.

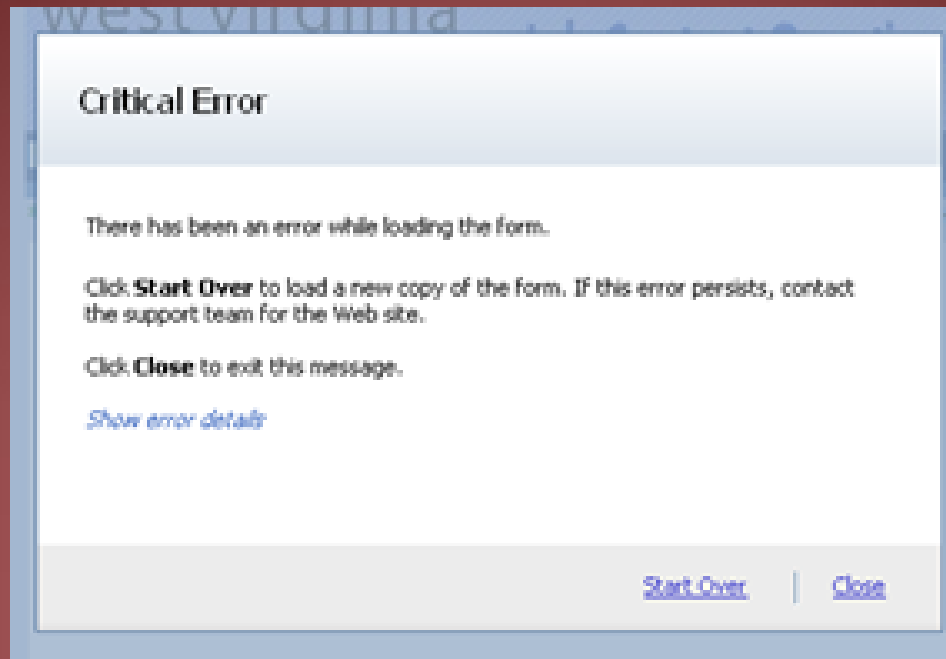
Name	Time and date stamp
<input type="text" value="JASON CADLE"/>	<input type="text" value="2010-02-02T11:49:17"/>
Email	Phone (example: 999-999-9999 x99999)
<input type="text"/>	<input type="text"/>

When the JCQ is complete, you may proceed to the Data Entry Signature page. By clicking Submit on this page, you are submitting the JCQ. Once you have submitted the JCQ, you will NOT be able to open or view it again. Therefore, you must make sure the JCQ is complete before you submit.



When you submit the JCQ, you will receive a confirmation page. You may print this for your records by clicking the Print button.

The confirmation page will appear in a new window. Please make sure your pop-up blocker is off before you click Submit on the Data Entry Signature page; if your pop-up blocker is on, you will not receive the confirmation page. If you do not see the confirmation page, check your toolbar at the bottom of your screen; the page may have loaded behind your active window.



If you leave the JCQ open and unattended for a period of time (about an hour), you will receive the error shown above. Do not be alarmed. This is a security measure designed to help prevent other employees from being able to access the JCQs you are entering. If you get this error, simply close your browser, re-open it, and log into the JCQ system again. If you did not click the Save button before leaving your computer, you will probably lose the information on the page you were working on, but you should not lose all of your work on the JCQ.

IT IS STRONGLY RECOMMENDED THAT YOU CLICK THE SAVE BUTTON FREQUENTLY AND LOG OUT OF THE JCQ SYSTEM BEFORE LEAVING YOUR COMPUTER UNATTENDED.

For questions on how to complete the form,
please contact the Division of Personnel at
(304) 558-3950 extension 57239 or send an
email to DOP.PLANS@wv.gov.

For technical questions, please call the Office of
Technology Help Desk at (304) 558-9966 or
1-877-558-9966.